

## **CHIEF BUILDING OFFICIAL**

### CODES/PAY RANGE

Class Code: 3515    EEO Code: A    FLSA: E    Pay Range: D

### MAJOR FUNCTION

Highly responsible administrative work directing all aspects of the Building Code Activity.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Supervises staff in the performance of assigned job duties. Coordinates and oversees administrative functions such as budget preparation, management control over established budget, service levels, missions, goals and objectives, personnel and operations for the Building Activity.

Establishes and maintains such records, statistics, reports, and controls as necessary to ensure compliance with the applicable laws, policies, ordinances, resolutions, directives, and regulations.

Evaluates and recommends to the director, programs, policies, procedures, and methods to increase the efficiency and effectiveness of the building code activity sections.

Develops and maintains management controls over the established activity budget.

Handles complaints from the public. Initiates legal proceedings where code compliance cannot otherwise be obtained.

Coordinates Contractor Licensing and Construction Appeals Board meetings and provides staff support.

Interprets the codes for administration and enforcement. Coordinates the building code activity and enforcement functions. Represents the County at any code related meetings where the County determines representation to be desirable.

Performs related work as required.

## KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, laws, rules, and regulations pertaining to all aspects of building code administration and enforcement. Ability to direct a continuous and comprehensive building code administration and enforcement program. Ability to direct and effectively supervise personnel engaged in code administration and enforcement. Ability to analyze and present results of research in logical report form. Ability to represent the County and speak to public groups, governmental agencies, and civic organizations. Ability to communicate effectively, both orally and in writing.

## MINIMUM QUALIFICATIONS

Certified Building Code Administrator pursuant to Florida Statute 468 or Registered Florida Engineer pursuant to FS 471 or Registered Florida Architect pursuant to FS 481. Must have five (5) years supervisory experience over building personnel.

## ADA REQUIREMENTS

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform shop math. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Environmental Demands: Inside work.

Physical Demands: Sedentary work. Ability to talk, see.

New 5/06